

# Pay Matters

June 2006

Compensation Resources for HR Professionals

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## Pay hearing preparations wind down

The Compensation staff can be seen scurrying about daily as time draws closer to the July 19 pay hearing. Here's a bit of what we've been working on.

### **TS Schedule**

The TS schedule is up for review this pay hearing. General Circular 1664, issued June 22, details the recommendation the Director will make to the Commission. Here's a brief outline: The proposed new Scientific and Technical (TS) schedule includes an approximate six percent increase at the minimum pay range for all TS schedule jobs and an approximate 14 percent increase at the maximum of the pay range. If this measure is approved, it will be implemented as a structure adjustment, which only results in a salary increase

for those employees below the new range minimum.

The next schedule up for review is the Social Services schedule (SS) in December 2006, followed by the MS schedule at the July 2007 pay hearing.

### **Job Studies**

In the upcoming weeks, a separate general circular will outline proposed changes due to job studies. Job Studies for the following job series will be presented at the July 2006 hearing: Corr. Transition Specialists  
CPTP Deputy Director  
Hospital Admit Technicians  
Information Systems Auditor  
Information Technology  
La. Housing Finance Compliance  
Interpretive Ranger  
Prison Enterprises  
Medical Sonographer/ Radiol-

ogy/Radiation/Respiratory Revenue

Social Worker

State Capital Outlay Budget

State Capital Outlay Fiscal

State Leasing Series

State Risk Management

The department welcomes comments on both the TS schedule recommendations and the job studies by July 5. Please address comments to Glenn Balentine and mail to:

P.O. Box 94111, Capitol Station  
Baton Rouge, LA 70804  
or fax to 225-342-6074.

### **More to come ...**

And, work continues on the yearlong Administrative Manager and Director and Human Resources job studies set to be heard at the December 2006 pay hearing.

## News and Announcements



### **July 31, the Magic Date:**

Along with all other end-of-fiscal-year items, by July 31, please remember to submit reports of all payments made for Advanced Degrees, and/or under the Rewards & Recognition, Optional Pay adjustment, and Dual Career Ladder rules. See General Circular

1662 for details.

### **Moving Up and Adding on:**

Some of you may have heard new voices on the other end of the phone line during the past few weeks. The Compensation division welcomes Jared Jarreau and Latroya Foster to our consultant team.

Jared graduated from LSU this May. His degree is in Management, with a concentration in

Human Resources. Latroya has a master's degree in Public Administration and comes to us from the Department of Social Services.

More new faces are coming. See next month's *Pay Matters* to find out more about them.

Additionally, congratulations to Aarika Spruel on her promotion to Human Resources Program Consultant Supervisor.

## Operating Pay Mechanisms: *Part 4 of a Series*

Next on the menu of methods for keeping state employees' paychecks in line with what other potential employers might dangle before them is **Shift Differential**.

Shift Differential, outlined fully in Civil Service Rule 6.28 (a) and (c), is used to recruit job applicants and retain current employees by providing higher pay for shift work and non-standard work hours.

### Steps for implementing a Shift Differential Policy:

1. Research competitive pay practices to determine the amount of Shift Differential pay needed. It is not always necessary to pay the highest amount allowed.
2. Draft a written policy.
3. Ensure that all proposed Shift Differential pay is in line with Civil Service pre-authorized rates. Pre-authorized limits are derived from the pay level of the first line supervisor's hourly pay rate up to the midpoint. For example, if an agency is setting shift differential rates for Behavior Shaping Specialists, the rate set can be based upon the midpoint of the pay range for a Behavior Shaping Specialist Supervisor. The pre-authorized percentages are 15 percent of the supervisor's midpoint for an evening shift, 20 percent for a night shift and 20 percent for weekends and holidays, with a higher approved amount for Registered Nurses. See



proved amount, first submit to Civil Service: the policy, a letter detailing the need for a higher shift differential, and any supporting documentation. Commission approval will be required before the agency may adopt, post and use the submitted policy.

- the table below for details.
4. For rates at or below the approved amount, you may adopt and post the written policy before forwarding a copy to Civil Service for review and record-keeping purposes.
  5. For rates above the ap-

NOTE: As Shift Differential is intended to be an incentive for employees to report to work for non-standard hours, the Shift Differential is paid for hours worked only. It is not paid when an employee is on any type of leave.

### Calculating Pre-Authorized Rates:

Jobs	Evening Shift	Night Shift	WE/ Holidays	Total Allowed *
RNs	20%	30 %	30 %	30 %
All other jobs	15%	20%	20%	20%

\*Under the pre-authorized rates, the total maximum allowed is 30 percent for registered nurses and 20 percent for all other jobs. Ensure that any combined Shift Differential pay given to employees for working an evening or night shift on a weekend or holiday does not exceed the total maximum allowed.

EXAMPLE: For the Behavior Shaping Specialist series, the supervisor's midpoint is \$ 13.24 per hour. Twenty percent of this hourly salary is \$2.65 per hour. Awarding twenty percent for night shift work and an additional 20 percent for night shift work on a weekend or holiday would result in \$ 5.30 an hour, twice the total amount allowed.